

# Volunteer Opportunities

<b>*Please Note For All Opportunities</b>	<b>Minimum Age Requirement: 18</b> <b>Additional Requirements:</b> <b>Must have own Transportation</b> <b>Be Fluent in English</b> <b>Willing to Volunteer with People of all ages throughout San Diego County</b>
<b>Title:</b>	<b>Office Assistant</b>
Description:	General office: mailings, copying, phone coverage, and database entry Occasional errands, if willing to drive in local area
Required Skills:	Good telephone etiquette and computer skills
Volunteers Needed:	5
Hourly Commitment:	Minimum of 8 hours per week
<b>Title:</b>	<b>Social Marketing/Networking Coordinator</b>
Description:	Update our Facebook, Twitter, Myspace and UTube pages Edit video's and upload on UTube
Required Skills:	Currently using at least one of the above mentioned social networking pages
Volunteers Needed:	4
Hourly Commitment:	Minimum of 8 hours per week

<b>Title:</b>	<b>Event Assistant</b>
<b>Description:</b>	Assist in set-up and take down of booth display. Represent CVDF at community and employer events. Distribute educational literature to booth visitors.
<b>Required Skills:</b>	Able to stand for several hours and lift 25lbs. Good interpersonal skills and outgoing personality. Willing to drive to events.
<b>Volunteers Needed:</b>	6
<b>Hourly Commitment:</b>	Varies depending on number of scheduled events and length of each event
<b>Title:</b>	<b>Volunteer Coordinator</b>
<b>Description:</b>	Recruit and secure long-term and “on-call” volunteers. Develop and organize special event committees.
<b>Required Skills:</b>	Good leadership and interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook.
<b>Volunteers Needed:</b>	2
<b>Hourly Commitment:</b>	Minimum of 8 hours per week
<b>Title:</b>	<b>Marketing Assistant</b>
<b>Description:</b>	Distribute flyers and posters throughout North San Diego County Send press releases and event info. to all mediums via email, fax, and mail
<b>Required Skills:</b>	Good interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook.
<b>Volunteers Needed:</b>	4
<b>Hourly Commitment:</b>	Minimum of 8 hours per week

<b>Title:</b>	<b>Blood Pressure and Body Fat Screener</b>
<b>Description:</b>	Perform blood pressure and/or body fat screenings at community and employer events
<b>Required Skills:</b>	Good interpersonal skills and outgoing personality. Able to stand for several hours. Willing to drive to events.
<b>Volunteers Needed:</b>	8
<b>Hourly Commitment:</b>	Varies depending on number of scheduled events and length of each event
<b>Title:</b>	<b>Cholesterol and Glucose Screener</b>
<b>Description:</b>	Perform Cholesterol and Glucose Screenings at community and employer events
<b>Required Skills:</b>	Good interpersonal skills and outgoing personality. Able to stand for several hours. Willing to drive to events.
<b>Volunteers Needed:</b>	8
<b>Hourly Commitment:</b>	Varies depending on number of scheduled events and length of each event
<b>Title:</b>	<b>Fundraising Assistant</b>
<b>Description:</b>	Request sponsorships and in-kind donations from potential supporters Distribute sponsor flyers throughout North San Diego County Send sponsor flyers via email, fax, and mail
<b>Required Skills:</b>	Good interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook. Willing to drive throughout North San Diego County
<b>Volunteers Needed:</b>	8 Start date: Oct. 1, 2009
<b>Hourly Commitment:</b>	Varies depending on number of scheduled events and length of each event

<b>Title:</b>	<b>Community Liaison</b>
<b>Description:</b>	Represent CVDF while visiting community organizations Set meetings with program managers to introduce them to our services
<b>Required Skills:</b>	Good interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook. Willing to drive throughout North San Diego County
<b>Volunteers Needed:</b>	2
<b>Hourly Commitment:</b>	Minimum of 8 hours per week